

Timesheet management

A solution for multi-retail outlets with mobile workforce

Timesheet management for multi-retail outlets with mobile workforce

Multi-retail outlet management has its own set of challenges like buddy punching in terms of managing the timesheet of the workforce even if they are desk bound. Adding mobile workforce to that mix, complicates timesheet management even further. What happens if an employee finishes his day at an outlet which is far from the outlet from where he had clocked in?

Our client, Floor Depot, a leading flooring solutions provider in Malaysia and Singapore has multiple outlets and offices. They had a punch card/access card system for managing the employee timesheets. This worked well for the employees who were tied to specific outlets. Floor Depot's workforce had a large number of employees who were on the move. It was hard for them to get a snapshot of how long an employee was at a customer location or at an outlet. Since the timesheets were manually recorded, there were high chances of manipulation.

The Requirement

In their setup, there were managers who managed more than one outlet and also few mobile employees who visit other outlets and customers too. In this scenario, they wanted to have a system where:



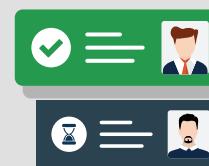
Check IN/OUT

The managers/staff can clock in from one outlet and clock out from any other outlet of Floor Depot.



Tracking

The employee movement can be (customers location or another outlet) tracked.



Tamper Proof Time Capturing

Tamper proof employee time capturing.



Automated Timesheet Report

Automated timesheet reports.

The Challenge

Often, the mobile employees would start their day from one outlet and would complete their day in another location.



Manual Record Keeping

As the record keeping was manual, it was hard to keep track of the time spent at outlets.



Inaccurate Timesheet

This brought challenges to visibility of employees' clock in/out times, which led to inaccurate timesheets.



Hard To Identify Employee Location

It was hard to identify if an employee's location.



Web Portal

- Register Employee
- Link employee with their mobile number



VeriDoc HR App

- Employee downloads app in registered mobile
- 2FA to confirm

Web Portal

Our solution will have a web portal from and a VeriDocHR app. Here is a brief description of the functions of these major components:



Register Employee

Print Specific QR Code For Every Outlet

Distribute QR Code In JPEG To Employee

Automated Timesheet Generation

Timesheet Submission On Blockchain

Floor Depot can manage employees from the web portal. They can register employees and their details like the phone number, branch to which they are tied etc..

Print location specific QR code for every outlet, which can be placed prominently at the entry/exits of the outlets.

Distribute QR codes to the mobile employees as JPEG files to the registered mobile phones

Automated timesheet generation, which comes with time and geo tracking capabilities.

Periodical submission of timesheets on blockchain for audit and report purposes.



Employees can scan the printed QR codes from entry/exits of the outlets for clocking in/out.



Mobile employees have an option loading the JPEG QR codes, when they are at client locations.

Overall Approach

With the customized VeriDocHR solution, we have enabled Floor Depot these capabilities



Generate Sensitive QR Code

Generate branch specific QR codes and location sensitive QR codes for mobile employees to facilitate time tracking.

Geo Location

With geo location tracking, now they can be assured about the whereabouts of the employees.

Define Timesheet Cycles

They can define timesheet cycles - weekly/monthly/custom cycles that define the cut-off duration of timesheets.

Capture Employees Attendance

Capture employees attendance - Option to blockchain every clock-in/out or blockchain timesheets.

Dashboard view

Dashboard view - View audit trails, generate reports and derive insights.

Clock In/Out Anywhere

The employees can now, clock in/out from any location - they do not have to go back to the location where they had clocked in to begin the day.

2 Factor Authentication (2FA)

2 Factor Authentication (2FA) prevents employees from clocking-in/out for others.

How Our Solution Helped

With the customized VeriDocHR solution, now, Floor Depot manages the employee timesheets of their multi-retail business seamlessly and has the visibility of their mobile workforce too. This has increased the accountability of the employees' work time.



Dashboard and analytics

Floor Depot can now manage employee profiles, their timesheets and generate reports.



2 Factor Authentication(2FA)

2 FA on the employee app prevents buddy punching



Location sensitive QR codes

Location sensitive QR codes to ensure that the employees are clocking-in/out of the correct locations.



Prevent Illegally Timesheet Data Changing

VeriDoc's patented technology prevents anyone from illegally changing the timesheet data.



Track Time & Location Data On Timesheets

Track time and location data on timesheets and verify it on blockchain for audit purposes.